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ERA PROCEDURES

PROCEDURES FOR THE DOCUMENTATION  
OF REPORTS IN THE ECONOMIC RESEARCH AREA  
OF THE OFFICE OF RESEARCH AND REPORTS

Number 5

November 1958

CIA INTERNAL USE ONLY

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THIS MATERIAL CONTAINS INFORMATION AFFECTING THE  
NATIONAL DEFENSE OF THE UNITED STATES WITHIN THE  
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CENTRAL INTELLIGENCE AGENCY

Office of Research and Reports

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ERA Procedures No. 5  
(ORR Project 00.2440)

PROCEDURES FOR THE DOCUMENTATION  
OF REPORTS IN THE ECONOMIC RESEARCH AREA  
OF THE OFFICE OF RESEARCH AND REPORTS

The procedures outlined in the following paragraphs are intended to facilitate the documenting and editing of research reports, thus contributing to the maintenance of high standards in the production of such reports and facilitating their use by the intelligence community. Unless otherwise provided, all research reports of the Economic Research Area (ERA) will be documented in accordance with these procedures.

1. Documentation will be included in published versions of every Economic Intelligence Report (RR), Research Aid (RA), Intelligence Memorandum (IM), and Current Support Memorandum (CSM), regardless of classification. Other reports, including the Internal Project (IP) and the Miscellaneous Project (MP), will be documented when appropriate. Every draft contribution to a National Intelligence Survey (NIS) will be documented in the same manner as reports published by the ERA except that the documentation for an NIS, instead of being forwarded to the Office of Basic Intelligence (OBI) with the contribution, will be retained by the NIS sector coordinators and the coordinator of the NIS program for the ERA.

2. To facilitate the use of research reports, documentation should be functional rather than ornamental. Functional documentation helps the user of a report to confirm its authenticity; to exploit the report and its sources; to investigate related subjects; and, when desired, to bring the report up to date.

3. To achieve high levels of accuracy in documentation, it is preferable to cite primary rather than secondary sources. Documentation by reference to another published ERA report is permissible when such documentation will save an appreciable amount of time and space, provided that the cited report is documented adequately.

4. Excessive documentation interferes with the efficient use of reports and should be avoided. Examples of excessive documentation include the documentation of information that is common knowledge, the citation of many sources to support minor facts, and the citation of sources that support the text very indirectly. Even though a great

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number of sources may have been consulted, the only sources cited should be those that are needed to support the text.

5. In documenting reports, analysts will follow the form established in CIA/RR RA-8, The Writing of Reports, 31 August 1956, pages 33-35 and Appendix C, SECRET, subject to such changes as may be approved from time to time.\*

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\* These procedures are being supplemented further by the issuance of Publications Instruction No. 10 to expedite the documentation and editing of reports.

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OFFICE OF RESEARCH AND REPORTS

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Office of the Chief, Economic Research

Publications Instruction No. 10

24 November 1958

TO : Analysts, Economic Research Area

FROM : Chief, St/PB

SUBJECT : Alternative Procedure for the Documentation of Reports

REFERENCE: ERA Procedures No. 5, Procedures for the Documentation of Reports in the Economic Research Area of the Office of Research and Reports

1. The objective of this Instruction is to provide an optional method of documentation in order to conserve time in writing, editing, and typing reports of the Economic Research Area (ERA) while preserving the advantages of full documentation.

2. The procedures to be followed in documenting reports that were prescribed in CIA/RR RA-8, The Writing of Reports, 31 August 1956, Appendix C, SECRET, are amended as follows:

a. In preparing the first drafts of reports, analysts will follow present procedures in the numbering and citation of sources, except that it will be optional to type each numbered source on a separate 3 x 5-inch file card, triple-spaced, so as to facilitate subsequent editing.

b. Where several sources are cited under a single number in the text, these sources will be grouped together, as under present procedures, and will be typed on the same card. Only one side of a card will be used. If it is necessary to use more than one card for a single numbered citation, then successive cards will bear in the upper left-hand corner the identifying source number of the first card, followed by a hyphen and a card number.

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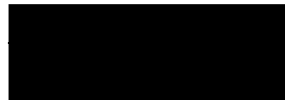


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c. In order to save time and to expedite the publication of reports, the flexibility of the card system will be exploited to dispense with the need for renumbering citations or recopying the documentation in successive drafts of the reports. Instead, the original source numbers will be retained and the source cards rearranged to agree with changes in the text. Additional sources and cards may be inserted as needed.

d. When a draft report is forwarded for review, the analyst may submit as the Source References Appendix the numbered cards instead of a continuous list of sources, in order to permit the Publications Staff (St/PB), in its editorial processing of the report, to benefit from the flexible source card system. When cards are submitted, the sources will be renumbered consecutively by St/PB and retyped in a continuous list only after the report has reached the final editorial stage.

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